

37-2142

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Scheduled Changes in Recurring Personnel  
Statistical Reports

1. I have just completed a careful review of all recurring reports to determine whether some of these reports may now be unnecessary or could be prepared less frequently.
2. On the basis of this review, I have made the schedule changes indicated on the attached sheet.
3. Unless there are compelling reasons why any of the changes should not be made, they will go into effect on all reports after 31 July 1971.

Gordon M. Wood  
Director of Personnel

Attachment:  
Revised Recurring Report Schedule

Distribution:

- 0 + 1 - Addressees
- 1 - D/Pers
- 1 - RSD Official
- 1 - RSD Chrono
- 1 - SHB Chrono